

FY 2008 IECGP Application Template

Overview

The Interoperable Emergency Communications Grant Program (IECGP) Application must provide a detailed description of the proposed use of the Fiscal Year (FY) 2008 IECGP funds, including its intended planning, training, and exercise initiatives aimed to improve interoperable emergency communications. The State or Territory may propose activities at a local level, as well as activities that have statewide application. When proposing FY 2008 IECGP projects, the State Administrative Agency (SAA) must consider the following key factors:

- **Alignment with the Statewide Communication Interoperability Plan (SCIP).** Grantees must demonstrate alignment between proposed IECGP projects and the SCIPs (i.e., goals, objectives, and/or specific initiatives to address interoperable emergency communications gaps);
- **IECGP Funding Objectives and Priority Groups 1 and 2¹.** Grantees must prioritize and select projects consistent with IECGP funding objectives: 1) Priority Group 1, Leadership and Governance; and 2) Priority Group 2, Common Planning and Operational Protocols and Emergency Responder Skills and Capabilities. For State- or Territory-level projects, Priority Group 1 objectives must be prioritized over Priority Group 2 (see Project Template on Page A-4 for minimum expectations for Priority Group 1). Local or tribal pass-through recipient projects can be selected from either Priority Group. Note that FY 2008 IECGP priorities are consistent with goals that will be put forth in the National Emergency Communications Plan (NECP).
- **Grant program requirements.** Applicable program requirements including the minimum 80% pass-through to local or tribal government entities.

Portfolio Narrative

The purpose of the narrative is to provide a brief description of the interoperable emergency communications priorities and initiatives that will be addressed with FY 2008 IECGP funds. The narrative must address the following:

Overview of the State or Territory's risk profile (natural, technological, man-made);

¹ IECGP funding objectives have uniquely been developed for the State/Territory and pass-through recipients to address significant interoperability gaps identified in DHS studies and assessments, including the 2006 National Interoperability Baseline Study, the Tactical Interoperable Communications Scorecards, National Communications Capabilities Report, and the review of SCIPs. The findings of these studies and assessments indicate a critical need for improved leadership and governance (particularly at the State/Territory level), common planning and operational protocols, and emergency responder skills and capabilities as they relate to interoperable emergency communications.

Natural hazards identified in the State of Idaho are placed in two categories, significant and other, based on their probability of occurrence and their potential to result in significant damage and loss of life. Idaho's three principle natural hazards are categorized as "significant" while those presenting a lesser threat are categorized as "other". These categories are as follows: Significant—Flooding, Wildland Fire, Earthquake; Other—Landslides, Avalanches, Drought, Lightning, Severe Storms, (including Winter Storms and Thunderstorms with hail, straight-line winds, and tornadoes), Volcanic Eruptions, and Hazardous Materials. Idaho uses three measures of risk: High, Moderate and Low. These categories are relative to population, demographics, infrastructure, and historical events. For the three significant hazards, as listed, Idaho has a high risk for flooding and wildfire and a moderate-to-high risk for earthquakes.

Overview of State or Territory's interoperable emergency communications priorities and needs for planning, training, and exercises in FY 2008:

Strengthen Communications Capabilities:

There are two components to the statewide migration from legacy analog radio systems to digital P-25 compliant systems including 700 MHz systems. First, a county's planning and review process for a new digital radio system. Second, upgrading the State owned microwave infrastructure to a fully digital system and ensure there is appropriate bandwidth available to allow county systems access to the Master Site. These two components rely on collaborative planning and governance between our counties and tribes, partnered with the resources and needs of our state agencies. Idaho's current priority and need is to create three locally driven regional governance boards that will partner with the already established Idaho Statewide Interoperability Executive Council (SIEC) and State of Idaho Public Safety Communications Governance Council (PSCGC) to guide the future of interoperable communications.

Relationship of those priorities and needs to the SCIP:

Explain where the priorities and needs are identified in the SCIP (provide specific header and page number references);

Two interoperable communications governing bodies currently exist, the SIEC which oversees local level interoperability policy, and the PSCGC which oversees state agency level interoperability policy. This investment will create three locally driven regional governance boards which will collaborate with the SIEC and PSCGC on matters of interoperable communications policy, resource allocation, operations, maintenance and sustainability. The three regions are North / North Central Idaho, Southwest / South central Idaho, and Southeast / Eastern Idaho. An Administering County has been selected in each region.

Idaho SCIP page 18:

4.1 Governance Structure

“The SIEC functions as the governance group for statewide interoperability communications. The SIEC Policy subcommittee and the newly established State of Idaho Public Safety Governance Council serving state agencies are currently working on the charter for the governance group. The governance charter will establish the roles and responsibilities of the members of the governing body as well as define the decision making process, policies and procedures the group will use to make communications and interoperability decisions.”

List all of the goals, objectives, and/or initiatives that will be addressed with FY 2008 IECGP grant funds.

Goals for IECGP funds:

- Form three locally driven Regional Interoperable Emergency Communications Governance Boards (RIECG) to support the SCIP.
- Develop and implement 5-year strategic plans for governance.

Objectives:

- Establish boards' charters
- Regional governance planning
- Contract to draft the strategic governance plans

Idaho SCIP page 25:

5.3 Goals and Objectives

“The overall goal and objective is to have statewide availability of a shared standards based P25 radio system for interoperability to be used by all public safety agencies, completed by December 2012. If agencies cannot be on the shared system, that agency will have an interface to the shared system and will be able to “talk” to the other agencies in Idaho.”

In order to achieve and sustain statewide interoperable communications, Idaho must form three locally driven regional governance boards to interface with the SIEC and the PSCGC. Together the groups will develop and adopt 5-year strategic regional and statewide plans which will determine the course for planning, investments and sustainment.

Relationship of those priorities and needs to the Tactical Interoperable Communications Plan (TICP) After-Action Report (AAR), and/or other assessments or tools related to interoperable emergency communications

An Operational Needs and Technical Resources Assessment is currently underway in Idaho. This assessment is examining interoperable communications needs and resources at the county, tribal, state and federal levels. The assessment will be complete in October 2008 and will be the basis for the statewide interoperable communications system design and build out using the State of Idaho's microwave system which provides communications capability to all major transportation corridors and population centers. While the TCIP AAR was scored as "advanced implementation" for governance, this reflected the Boise Metropolitan Statistical Area (MSA) not the entire State of Idaho. We are using the Boise MSA model of governance throughout the state.

Relationship of those priorities/needs to IECGP Priority Groups 1 and 2

Priority Group 1, Leadership and Governance.

Establishment of formal interoperable emergency communications governance structures.

This priority TCIP AAR score relates directly to IECGP Priority Group 1 by establishing three locally driven regional interoperable communications governance structures throughout the state.

Overview of the governance structure that will oversee the development and implementation of the project(s) funded by IECGP;

Describe the methodology used for prioritizing FY 2008 IECGP projects and the stakeholders involved in that prioritization.

Oversight will be the responsibility of the Idaho SIEC, in partnership with the State of Idaho PSCGC. The project priority was determined by the SIEC as the next logical step to govern the rapid system build out that is taking place. The methodology used was to select applicants that have a proven track record of successful 700MHz project implementation. These applicants were chosen to expand their local governance to a regional level.

Summary of the agencies involved in IECGP initiatives (e.g., State, local, tribal) and a description of their involvement;

Emergency responders and Public Safety Answering Points (PSAPs) will be represented and involved in the development of the governance structure. These will include stakeholders from our local, state, tribal and federal governments.

Summary of type and number of plans that will be developed and/or updated;

There will be four plans developed – three regional and one overarching statewide framework that incorporates the regional plans. The 5-Year Interoperable Communications Strategy Plans will be developed collaboratively among the regional governance boards, the SIEC and the PSCGC.

Summary of type and number of State, regional, and/or local training initiatives, including the estimated number of people to be trained;

Not applicable.

Summary of type and number of State, regional, and/or local exercise initiatives, including the number of people to participate in each exercise.

Not applicable.

IECGP Portfolio Budget

Provide a budget for the IECGP portfolio. This should include a budget for each individual project broken down by allowable cost category (planning, training, exercises, and personnel) and M&A, including a breakdown of the anticipated expenditures within each of these categories for all FY 2008 IECGP funds. In addition, the State or Territory must outline how it intends to meet the pass-through requirement. The pass-through requirement will be monitored via the Grants Reporting Tool (GRT) throughout the grant's period of performance.

IECGP Project Outline Template

To facilitate performance measures and focus on outcomes, a Project Outline **must** be completed for each project supported by FY 2008 IECGP funds. For example, an IECGP "Project" may involve formalizing standard operating procedures or launching a training initiative.

For each IECGP project, use the following descriptions to complete the Project Outline Template:

- **IECGP Objective:** Briefly describe the project as a whole and its primary objective. Include a description of the interoperable emergency communications gap to be filled and the end result/outcome(s) of the project.
- **Alignment to IECGP Priority Groups:** First, identify which Priority Group (i.e., 1 or 2) the project aligns to, and then specify which objective(s) within the Priority Group the project aligns to.
- **Alignment to SCIP Goals, Objectives, and/or Initiatives:** Identify how the project aligns to the SCIP: 1) needs and/or gaps identified; 2) goals and objectives; and 3) specific initiative(s). Describe where the need/gap, goal, objective, and/or initiative was identified (provide specific header and page number references).
- **Alignment to TICP AAR, or Other Assessment/Tool:** If applicable, identify how the project aligns to the TICP AAR, and/or other interoperable emergency communications assessments/tools.

- **Governance:** Identify the governance structures in place that will support the development and implementation of the project. Explain how this objective will be communicated to the statewide interoperable emergency communications governance committee.
- **Performance Measure(s) and Basis of Evaluation:** Indicate the performance measure(s) that will be used to evaluate this project's impact and the basis for developing the measure(s).
- **Milestones:** Provide specific milestones for the project over the FY 2008 IECGP period of performance, including a description, start and end dates for each milestone; up to 10 milestones may be provided.
- **Challenges/Risks:** Identify any potential challenges to implementing this project.
- **Budget:** This section must: (1) explain how the costs were estimated; (2) justify the need for the costs; and, (3) outline how the pass-through requirement will be met. For clarification purposes, the narrative must include tables describing cost and expense elements, where appropriate (e.g., training program with associated costs).
- **Quarterly Activity:** For each quarter, briefly identify the milestone and expected outcome. *Note: The Expected Outcomes section should be completed as feasibly possible. Actual progress data will be identified through input in the GRT as well as through programmatic monitoring.*

Note that all of the elements in the above descriptions must be addressed when completing the Project Outline Template.

Contact Information

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FY 2008 IECGP, Project #[x]**IECGP Objective** *(not to exceed a ½ page):*

To establish three **locally driven Regional Interoperable Emergency Communications Governance Boards (RIECG)** that will establish a charter, membership, and board roles and responsibilities. These boards will define the decision making process, policies and procedures to be used to make communications and interoperability decisions in partnership with the **Idaho Statewide Interoperability Executive Council (SIEC)** representing local, tribal, state, federal and private agencies) and the **State of Idaho Public Safety Communications Governance Council (PSCGC)** representing state agencies).

Alignment to IECGP Priority Groups:

Please select the Priority Group and Objective(s) to which this project aligns:

☒ **Priority Group 1, Leadership and Governance.**

☒ Establishment of formal interoperable emergency communications governance structures.

Or:

☐ **Priority Group 2, Common Planning and Operational Protocols and Emergency Responder Skills and Capabilities.**

☐ Establishment of common planning and operational protocols;

☐ Enhancement of emergency responder skills and capabilities through training and exercises.

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For State/Territory-level Projects Only:

Per the FY 2008 IECGP funding objectives, State and Territory level applicants are expected to prioritize Priority 1 Group objectives over Priority Group 2. Applicants must answer the following questions about Priority Group 1, Leadership and Governance. If applicants are unable to check all of the following boxes, it is expected that FY 2008 IECGP funds be directed to meet these minimum expectations prior to choosing Priority Group 2 projects.

☒ The State or Territory has a formal statewide interoperable emergency communications governance committee, consistent with the FY 2007 Statewide Planning Criteria, which has:

☒ representation from each public safety discipline;

☒ representation across each level of government: Federal, State, local, and tribal (if applicable);

☐ representation from each region within the State or Territory (as applicable, and/or defined in the SCIP);

☒ executive or legislative authority and a formal charter.

Please also verify the following:

☒ The State or Territory has hired a full-time statewide interoperability coordinator with sufficient capabilities/resources (e.g., project management, technical expertise) to effectively execute his/her mission, consistent with the FY 2007 Statewide Planning Criteria.

If not, please provide an explanation of why and how the State or Territory intends on ensuring SCIP implementation efforts are effectively coordinated statewide.

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Alignment to SCIP Goals, Objectives, and/or Initiatives *(not to exceed 1 page):*

In order to achieve and sustain statewide interoperable communications, Idaho must form three locally driven regional governance boards to interface with the SIEC and the

PSCGC. Together the groups will develop and adopt 5-year strategic plans which will determine the course for planning, investments and sustainment. Governance will address issues such as compatibility with the statewide system. The gap to be filled is that Idaho only has county-by-county governance and needs regional and statewide governance to goal of interoperable communications.

Idaho SCIP page 25:

5.3 Goals and Objectives

“The overall goal and objective is to have statewide availability of a shared standards based P25 radio system for interoperability to be used by all public safety agencies, completed by December 2012. If agencies cannot be on the shared system, that agency will have an interface to the shared system and will be able to “talk” to the other agencies in Idaho.”

Graphics of the Interoperable Emergency Communications Regions and Governance Structure are included as appendices to this document.

Alignment to TICP AAR, or other Assessment/Tool (not to exceed a ½ page):

Idaho will have completed an *Interoperable Communications Operational Needs and Technical Resource Assessment* by October 2008. This assessment, along with other completed studies and research, will be referenced by the Regional Governance Boards, SIEC and the PSCGC in the formation of the strategic plan.

Governance (not to exceed a ½ page):

Two interoperable communications governing bodies currently exist by Governor appointment. The SIEC oversees local level interoperability policy, and the PSCGC oversees state agency level interoperability policy. The lead for the SIEC is the Interoperable Communications Coordinator. The lead for the PSCGC is the Adjutant General for the State of Idaho. This investment will create three locally driven regional governance boards which will collaborate with the SIEC and PSCGC on matters of interoperable communications policy, resource allocation, operations, maintenance and sustainability. The three regions are North / North Central Idaho, Southwest / South central Idaho, and Southeast / Eastern Idaho. An Administering County has been selected in each region with the Emergency Communications Project Manager as the lead.

Idaho SCIP page 18:

4.1 Governance Structure

“The SIEC functions as the governance group for statewide interoperability communications. The SIEC Policy subcommittee and the newly established State of Idaho Public Safety Governance Council serving state agencies are currently working on the charter for the governance group. The governance charter will establish the

roles and responsibilities of the members of the governing body as well as define the decision making process, policies and procedures the group will use to make communications and interoperability decisions.”

See Appendix B.

Performance Measure(s) and Basis of Evaluation *(not to exceed a ½ page):*

The measure is the establishment and functionality of the three locally driven Regional Governance Boards within the IECGP performance period.

Basis for evaluation:

1. Signed award documents.
2. Contractual services acquired.
3. Board(s) formation with bylaws.
4. Charter development and adoption.
5. Develop and adopt 5 Year Interoperable Communications Strategic Plans in collaboration with the SIEC and the PSCGC.

Milestones *(not to exceed a ½ page):*

1. Upon award, the Idaho Bureau of Homeland Security (SAA) will forward sub grantee documentation to the Administering Counties which will facilitate the formation of the Regional Governance Boards. Concurrently, a Contract for Services will be filled to direct the process of board formation.
2. Upon signature of sub-awards, the Interoperable Communications Coordinator and Contractor will work with the Administering Counties to develop the governance boards in each region beginning with contacting each county’s Local Emergency Planning Group for recommendation of one individual to be seated on the Regional Governance Board.
3. Once the Boards are seated, bylaws and charter development will begin.
4. Following charter/bylaw development and adoption, the Boards will engage in developing regional strategic governance plans.
5. Draft regional plans will be submitted to the SIEC and PSCGC for review, coordination and adoption.

Challenges/Risks *(not to exceed a ½ page):*

Challenge: Stakeholders opting not to participate in the formation of regional governance boards.

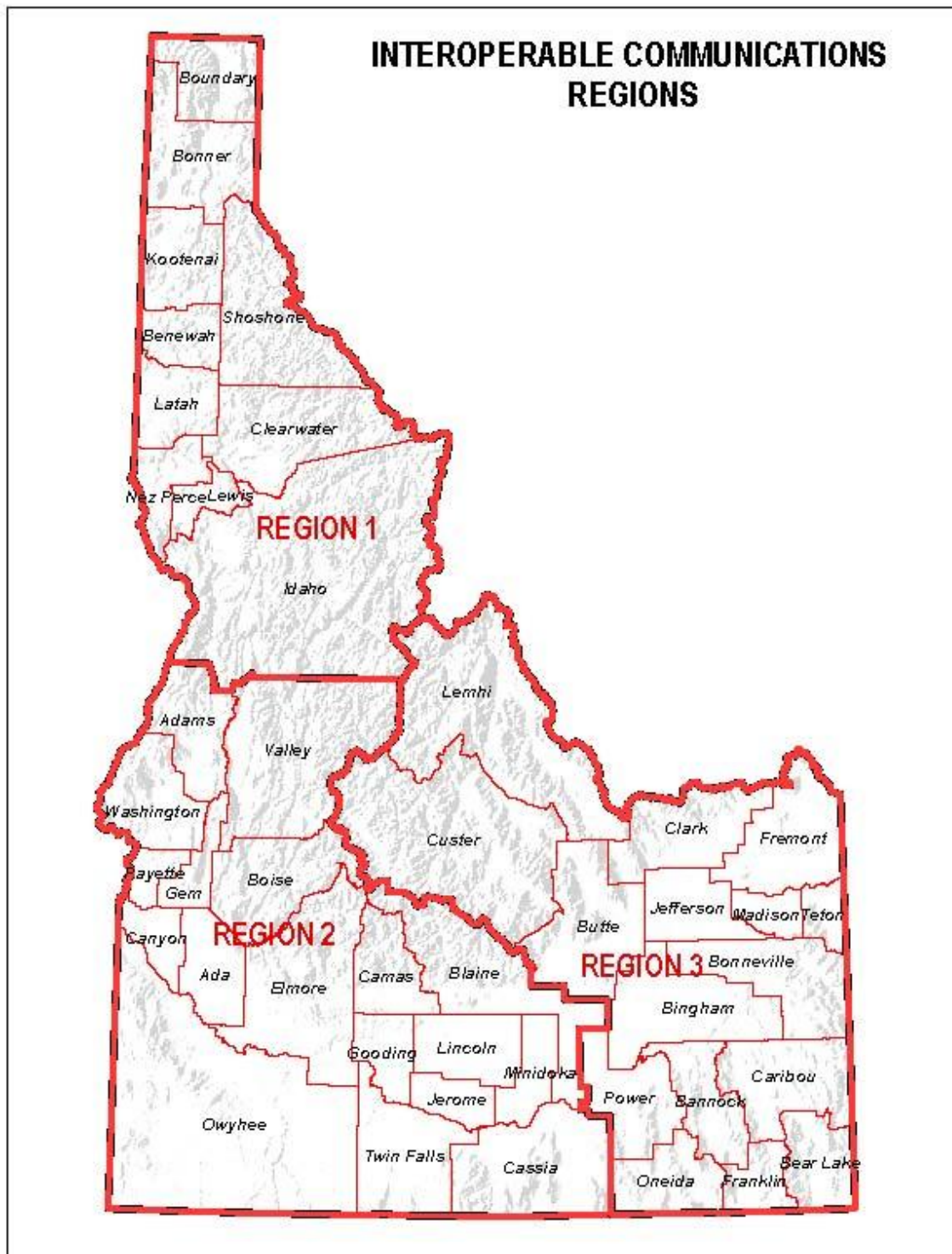
Mitigation: The Idaho SIEC and PSCGC will negotiate with stakeholders to resolve challenges that arise and recommend to Idaho SAA that non-participating major stakeholders not receive further interoperable communications grant funding.

Budget (not to exceed 1 page):

Costs were estimated based on past contracts, M&A costs and projected travel. Justification of these costs is to hire a contractor to write the plans, travel and per diem to planning meetings, meeting expenses, and administrative support. The pass through requirement will be met by providing the three regional sub-grants.

Pass-through 80%						
	Award	State 20%	Region 1	Region 2	Region 3	Total
	\$242,875	\$48,575.00	\$64,766.66	\$64,766.67	\$64,766.67	
M&A 3%		\$ 1,457.25	\$ 1,943.00	\$ 1,943.00	\$ 1,943.00	\$ 7,286.25
Planning		\$47,117.75	\$62,823.66	\$62,823.67	\$62,823.67	\$235,588.75
Training						
Exercise						
Personnel						
Total		\$48,575.00	\$64,766.66	\$64,766.67	\$64,766.67	\$242,875.00
Personnel		\$ 1,457.00				\$ 1,040.71
Fringe						\$ 416.29
Travel		\$ 5,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$ 35,000.00
Equipment						\$ -
Supplies		\$ 2,000.00	\$11,943.00	\$11,943.00	\$11,943.00	\$ 37,829.00
Contractual		\$40,118.00	\$42,823.66	\$42,823.67	\$42,823.67	\$168,589.00
Construction						\$ -
Other						\$ -
Total		\$48,575.00	\$64,766.66	\$64,766.67	\$64,766.67	\$242,875.00
1st Quarter Activity	Expected Outcome (not to exceed a ¼ page): The Idaho Bureau of Homeland Security (SAA) will complete the IECGP sub award process to the three Administering Counties. The SIEC and PSCGC will assist the Administering Counties in the development of the Regional Interoperable Emergency Communications Governance Boards. Contractual services to facilitate governance board formation will be established.					
2nd Quarter Activity	Expected Outcome (not to exceed a ¼ page): The charter and bylaws will be developed and adopted to establish the Boards' goals and objectives. The charter is important because it defines the Boards' purpose, mission statement, authority, desired outcomes, operating principles, and management.					
3rd Quarter Activity	Expected Outcome (not to exceed a ¼ page): Begin the strategic planning process using previous assessments, studies and research on Idaho's operational needs and technical resources with the SIEC and the PSCGC.					
4th Quarter Activity	Expected Outcome (not to exceed a ¼ page): The 5 Year Interoperable Communications Strategic Plans are submitted and adopted.					

APPENDIX A Regional Map



APPENDIX B

Governance Structure

